

Speech and Language Assistant (Grade D)

Job Description

Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by enabling students to learn by providing effective technician support in schools.

Your responsibilities

- Deliver group therapy programmes to children and young people devised by the Speech and Language Therapist and write up notes on the outcome of the sessions under supervision of the Speech and Language Therapist.
- Deliver speech therapy programmes devised by the Speech and Language Therapist to primary and secondary pupils in a one to one session.
- Provide one to one support for some pupils if needed to support their generalisation of skills or to practice specific skills in order to improve their speech, language or communication as directed by the Speech Therapist.
- Support the Speech and Language Therapists with administrative tasks such as creating resources, printing, keeping notes up to date and proof-reading reports.
- Work professionally and where possible independently as part of a multidisciplinary team.
- Support the Speech and Language Therapy team with training sessions, marketing events and promotional activities such as open days.
- Act as a role model to the students at all times

Grading criteria

- Provide on the job training for colleagues and oversee quality of work.
- Establish the best course of action using a range of recognised procedures
- Use readily available information or assistance to resolve issues where the outcome may not be straight forward.
- Undertake work carried out within clearly defined rules and make decisions from a range of established options
- Make decisions which have a material effect on internal operations of their own or other departments.
- Responsible for the proper use and safekeeping of hand tools, small items of equipment and low-cost materials or for the accurate handling and security of small sums of money or financial resources.
- Work where tasks are interchanged but the program is not normally interrupted.
- Work requiring substantial physical effort with short periods of intense physical effort; or normal physical effort regularly in awkward postures
- Work may be outside or inside but with exposure to moderate noise, heat or difficult conditions
- Potential risk to personal safety due to contact with clients



- Has practical skills in a specific area.

School Technician (Grade D) Person Specification

Qualifications

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| <ul style="list-style-type: none"> • A-Level/Level 3 qualification in a relevant disciplinary or an equivalent level of knowledge and experience | Essential |
| <ul style="list-style-type: none"> • A degree relevant to the job role, for example inclusive of but not limited to: Education Studies, Linguistics, English Language | Highly Desirable |

Experience

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| <ul style="list-style-type: none"> • Experience of working in the relevant discipline | Essential |
| <ul style="list-style-type: none"> • Experience of working in an educational setting | Desirable |

Key skills

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|---|-----------|
| <ul style="list-style-type: none"> • Maintain confidentiality and adhere to Data Protection regulations at all times | Essential |
| <ul style="list-style-type: none"> • Good knowledge of health and safety | Essential |
| <ul style="list-style-type: none"> • Excellent organizational skills | Essential |
| <ul style="list-style-type: none"> • Able to meet deadlines | Essential |
| <ul style="list-style-type: none"> • Able to use own initiative | Essential |
| <ul style="list-style-type: none"> • Excellent team player | Essential |
| <ul style="list-style-type: none"> • Able to fulfil all aspects of the role with confidence and fluency in English | Essential |

Values

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|---|-----------|
| <ul style="list-style-type: none"> • Ambitious: works hard, has the highest standards and is positive for the future. | Essential |
| <ul style="list-style-type: none"> • Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. | Essential |
| <ul style="list-style-type: none"> • Collaborative: builds strong relationships and networks. | Essential |

Job Evaluation

JE Job Number: SUP4
JE Score: 372
Grade: D

We are an **ambitious** and **inclusive** Trust of schools
strengthening communities through excellent education.

